



U.S. Department of Justice
Office on Violence Against Women (OVW)

OVW Fiscal Year 2018 Domestic Violence Homicide Prevention Initiative *Invitation to Apply*

Release Date: on or about August 20, 2018

Eligibility

Eligible applicants are limited to: Selected current recipients of technical assistance awards from the Office on Violence Against Women's Domestic Violence Homicide Prevention Initiative.
(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on September 7, 2018.
(See "[Submission Dates and Times](#)")

Registration Information: To receive an award all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM). To avoid any delays in receiving an award, applicants should obtain a DUNS Number and register online with SAM immediately, but no later than, September 1, 2018.
(See "[Registration](#)")

Contact Information

For assistance with the requirements of this invitation to apply, call OVW at 202-307-6026 or email Ayesha A. Gaston at ayesha.gaston@usdoj.gov.

Submission and Notification Information

Submission: Applications for the Domestic Violence Homicide Prevention Initiative will be submitted through the Office of Justice Program's [Grants Management System \(GMS\)](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

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OVW Fiscal Year 2018 Domestic Violence Homicide Prevention Initiative – Invitation to Apply (CFDA 16.029)

A. Program Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW Domestic Violence Homicide Prevention Initiative

This program is authorized by 34 U.S.C. 12291(b)(11).

Researchers have identified key risk factors such as attempted strangulation, stalking, and threats with weapons that often precede domestic violence homicides. There are evidence-based tools for assessing these risks and for providing services to victims of domestic violence that reduce their homicide risk. Several model projects have been developed that screen victims for risk factors at crime scenes, in hospital emergency rooms, and at protective order hearings. Those at high risk are immediately connected with services, and offenders are aggressively tracked.

Beginning in fiscal year 2012, the appropriation for OVW's Improving Criminal Justice Responses Program has included a \$4,000,000 allocation to address domestic violence homicides. OVW has used this funding to support its Domestic Violence Homicide Prevention Initiative (DVHPI), three related demonstration/pilot initiatives to test lethality/risk assessment tools and other strategies to reduce domestic violence homicides. FY 2018 DVHPI funding will be used to enhance the ability of existing DVHPI technical assistance providers to support current and new sites in implementing promising models and strategies.

Program Scope

Activities supported by the OVW DVHPI are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this invitation to apply, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients," and the conditions of the award.

Purpose Area

The purpose of the OVW DVHPI is to provide training and technical assistance related to domestic violence homicide prevention and intervention.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and therefore will not be supported with OVW funding:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;¹
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing;
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of violence against women and the experiences of survivors;
8. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities; and
9. Training and technical assistance that includes/promotes practices that re-victimize survivors.

This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval by OVW.

Applicants that receive an award are bound by statute, federal regulations, the provisions of this invitation to apply, the DOJ Financial Guide, any updates to the Financial Guide, and conditions of the recipient's award.

Out-of-Scope Activities

Proposals or activities that do not address the purpose area identified above will be found to be outside the scope of this Invitation to Apply and will not be considered for funding without revision and, in some circumstances, may be removed from consideration entirely.

Any out-of-scope activities must be removed from the application.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they cannot be supported by DVHPI funding.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and

5. Construction.

Any unallowable activities must be removed from the application.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available.

Award Period

Award periods will range from 12 to 24 months..

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. Award amounts are expected to range from \$100,000 to \$1.2 million.

DVHPI awards are issued as cooperative agreements and not grants; and recipients should anticipate considerable involvement from OVW staff in the development and implementation of their projects. While each cooperative agreement establishes the foundation of the project, recipients must be flexible in their approach and willing to adjust their projects as in order to meet the changing needs of the initiative, OVW's grantees and potential grantees, as well as new federal statutory or regulatory requirements. Recipients must also be prepared to work collaboratively with other OVW TA providers and experts identified by OVW.

For more information on budgets and required elements, please see [Budget Detail Worksheet and Narrative](#).

C. Eligibility Information

Eligible Applicants

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Applications from organizations not invited to apply will not be considered nor will they be contacted by OVW regarding the outcome of their proposal as it relates to this Invitation to Apply.

Eligible Entities

The following current technical assistance cooperative agreement recipients of OVW's DVHPI are eligible to apply:

1. Asian Pacific Institute on Gender-Based Violence;
2. Casa de Esperanza;
3. Howard University School of Social Work;
4. Jeanne Geiger Crisis Center;
5. Research Foundation of CUNY o/b/o John Jay College; and

6. National Council of Juvenile and Family Court Judges

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the TA Initiative.

Cost Sharing or Match Requirement

This program has no match or cost-sharing requirement.

Limit on Number of Applications

OVW will consider only one application per organization in response to this Invitation to Apply. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Ayesha A. Gaston at 202-514-0412 or ayesha.gaston@usdoj.gov.

Content and Form of Application Submission

The information below (“**Application Contents**” through “**Additional Required Information**”) describes the full content and form of application submission.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in a delay in processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in the invitation to apply. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 10 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the invitation to apply.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and may result in a delay in funds.

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

Summary Data Sheet

The Summary Data Sheet should be one page in length and may be single or double spaced. The Summary Data Sheet does not count toward the 10-page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
4. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the Additional Required Information section.

Project Narrative

The Project Narrative may not exceed 10 pages in length, double-spaced. The Project Narrative must include the following information:

What Will Be Done

This section must include the information below.

1. State the goals and objectives of the technical assistance proposal.
2. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives.
3. Provide a corresponding timeline for the completion of each activity.
4. Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.
5. Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; on-site technical assistance. If the applicant proposes on-site assistance with OVW grantees, describe its capacity and experience to do so.
6. Explain how technical assistance delivery methods are appropriate for the target audience.
7. If an applicant proposes to hold any in-person meetings that necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that

the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

Who Will Implement the Project

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to successfully implement the stated project activities.

1. Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project.
2. Describe the capacity of the organization/s to undertake the project.
3. Describe the proposed staffing (including consultants) needed for the project.
4. List the qualifications and experience of proposed staff/consultants.
5. Describe the lead organization's mission.
6. Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.

Budget Detail Worksheet and Narrative

All applicants are required to submit a detailed budget and supporting budget narrative. Budgets must adhere to the guidelines contained in the [DOJ Financial Guide](#).

Award Period and Amount

OVW expects to make awards ranging from \$100,000 to \$1.2 million under this announcement. The award period will be 24 months. OVW has the discretion to award grants for greater or lesser amounts than requested, and for longer or shorter durations than requested.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the project.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Additional Required Information

The following documents must be included with the application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program

invitation to apply requires a match. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

The following documents should be uploaded and attached to the application:

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the authorized representative and uploaded with the application in [GMS](#).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in [GMS](#).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the applicant’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the applicant’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the applicant’s policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization’s internal controls that will provide reasonable assurance that the award funds will be managed properly.

6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant not receiving an award or a delay in access to funds.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. If a subrecipient requests to utilize a current federally negotiated rate or the 10% de minimis rate, state agencies must allow the use of the rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to

http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This must be a separate attachment to the application in [GMS](#).

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal regulations require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: (1) the recipient acquires current registration with the System for Award Management (SAM); (2) the recipient notifies OVW in writing of its current SAM registration; and (3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [GMS](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [GMS](#) and complete the registration. Registering in GMS refers to initiating or starting an application, resulting in an application number. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	DUNS	September 1, 2018
SAM	SAM	September 1, 2018
GMS	GMS	September 1, 2018

Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to submit all

required documents may result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Grants Management System

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before September 7, 2018.

Application Action	Contact Information	Date
Invitation to apply Availability	OVW Website	August 20, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, Ayesha A. Gaston at 202-514-0412 or ayesha.gaston@usdoj.gov .	September 1, 2018

All applications will be submitted electronically. The deadline for submitting applications in response to this Invitation to Apply is **11:59 p.m. E.T. on September 7, 2018.**

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review one application only. The applicant will be contacted for any missing documents.

OVW Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by September 7, 2018. Applicants anticipating late submission should contact OVW at 202-307-6026 or ayesha.gaston@usdoj.gov to provide an explanation for the delay and an anticipated submission date. Applications submitted after the deadline may result in a delay in access to funds.

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-_Review_-_SPOC_01_2018_OFFM.pdf.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information

on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance. For additional information on approval for food and beverage expenditures go to <https://www.justice.gov/ovw/grantees#conference>.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, and policies (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, and policies related to conference planning, minimization of costs, and conference cost reporting is available at <https://www.justice.gov/ovw/grantees#conference>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Subrecipients may use funds to assess their work for quality assurance and program improvement

purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery, or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to confirm that the activity does not qualify as human subjects research.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

E. Application Review Information

Programmatic Review

All eligible applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for alignment with the scope of the DVHPI, activities that compromise victim safety, and past performance.

An application that is substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. Past performance issues noted in programmatic review may also be taken into consideration.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director.

High Risk Grantees

Based on DOJ’s assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated “high risk.” Awards to high risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds, and possibly a high risk designation on future OVW awards until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will receive an award notification by September 30, 2018. The anticipated award start date is October 1, 2018.

F. Federal Award Administration Information

Federal Award Notices

Recipients will receive OVW award notifications electronically from the [GMS](#). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include

instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully-executed award document, and returning the scanned document to OVW via facsimile or email.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide entitled “Post-Award Requirements for All Federal Grant Recipients.”](#)

Terms and conditions for OVW awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#award-conditions>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2018 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance”.

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients’ programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation Companion Guide under “Civil Rights Compliance”](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

All OVW grantees receiving awards are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all grantees. Forms will be submitted electronically via [GMS](#). Future awards and fund drawdowns may be withheld if reports are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this invitation to apply, contact Ayesha A. Gaston at ayesha.gaston@usdoj.gov or (202) 514-0412.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this invitation to apply are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a STOP or SAS Formula application will not be transferred to the Rural application).

Application Document	Date Completed
2. Summary Data Sheet	
3. Project Narrative	
4. Budget Detail Worksheet and Narrative	
5. Application for Federal Assistance: SF 424	

Do not submit documents in addition to those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20002.

APPENDIX A

Disclosures Related to Executive Compensation

Disclosures Related to Executive Compensation Sample Cover Letter

Director
Office on Violence
Against Women 145 N
Street, NE
Suite 10 W.
Washington, DC

20530 Dear

Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

- (1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;
- [or, if relevant]:** (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]
- (2) the comparability data used in establishing executive compensation; and
- (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments